

## CHAPTER V

### SAFEKEEPING AND STORAGE

#### Section 1

#### STORAGE AND STORAGE EQUIPMENT

##### 5-100 General Policy

Classified information shall be stored only under conditions adequate to prevent unauthorized persons from gaining access. The requirements specified in this Regulation represent the minimum acceptable security standards. DoD policy concerning the use of force for the protection of property or information is specified in DoD Directive 5210.56 (reference (ii)).

ITEMS ONLY HAVING MONETARY VALUE (SUCH AS CASH, PRECIOUS METALS, JEWELRY, NARCOTICS , ETC. ) SHALL NOT BE STORED IN SECURITY CONTAINERS OR SECURE FACILITIES THAT ARE DESIGNATED FOR STORAGE OF **CLASSIFIED** INFORMATION .

##### 5-101 Standards for Storage Equipment

The GSA establishes and publishes minimum standards, specifications, and supply schedules for containers, vault doors, alarm systems, and associated security devices suitable for the storage and protection of classified information. Heads of DoD Components may establish additional controls to prevent unauthorized access. Security filing cabinets conforming to federal specifications bear a Test Certification Label on the locking drawer, attesting to the security capabilities of the container and lock. (On some older cabinets the label was affixed on the inside of the locked drawer compartment). Cabinets manufactured after February 1962 indicate "General Services Administration Approved Security Container" on the outside of the top drawer.

##### 5-102 Storage of Classified Information

Classified information that is not under the personal control and observation of an authorized person, will be guarded or stored in a locked security container as prescribed below:

a. Top Secret. Top Secret information shall be stored in:

1. A safe-type steel file container having a built-in, **three-**position, dial-type combination lock approved by the GSA or a Class A vault or vault type room that meets the standards established by the head of the DoD Component concerned. When located in buildings, structural enclosures, or other areas not under U.S. Government control, the storage container, vault, or vault-type room must be protected by an alarm system or guarded during nonoperating hours.

2. **An alarmed area**, provided such facilities are adjudged **by** the **local** responsible official to afford protection equal to or better than that prescribed in al., above. When an alarmed area is used for the storage of Top Secret material, the physical barrier must be adequate to prevent (a) surreptitious

removal of the material, and (b) observation that would result in the compromise of the material. The physical barrier must be such that forcible attack will give evidence of attempted entry into the area. The alarm system must provide immediate notice to a security force of attempted entry. Under field conditions, the field commander will prescribe the measures deemed adequate to meet the storage standards contained in a. 1. and 2. , above.

b. Secret and Confidential. Secret and Confidential information shall be stored in the manner prescribed for Top Secret; or in a Class B vault, or a vault-type room, strong room, or secure storage room that meets the standards prescribed by the head of the DoD Component; or, until phased out, in a steel filing cabinet having a built-in, three-position, dial type combination lock; or, as a last resort, an existing steel filing cabinet equipped with a steel lock bar, provided it is secured by a GSA-approved changeable combination padlock. In this latter instance, the keeper or keepers and staples must be secured to the cabinet by welding, rivets, or peened bolts and DoD Components must prescribe supplementary controls to prevent unauthorized access.

c. Specialized Security Equipment.

1. Field Safe and One-drawer Container. One-drawer field safes, and GSA approved security containers are used primarily for storage of classified information in the field and in transportable assemblages. Such containers must be securely fastened or guarded to prevent their theft.

2. Map and Plan File. A. GSA-approved map and plan file has been developed for storage of odd-sized items such as computer cards, maps, and charts.

d. Other Storage Requirements. Storage areas for bulky material **containing** classified information, other than Top Secret, shall have access openings secured by GSA-approved changeable combination padlocks (federal specification FF-P110 series) or key-operated padlocks with high security cylinders (exposed shackle, military specification P-43951 series, or shrouded shackle, military specification P-43607 series).

1. When combination padlocks are used, the provisions of subsection 5-104, apply.

2. When key-operated high security padlocks are used, keys shall be controlled as classified information with classification equal to that of the information being protected and:

(a) A key and lock custodian shall be appointed to ensure proper custody and handling of keys and locks;

(b) A key and lock control register shall be maintained to identify keys for each lock and their current location and custody;

(c) Keys and locks shall be audited each month;

- (d) Keys shall be inventoried with each change of custodian;
- (e) Keys shall not be removed from the premises;
- (f) Keys and spare locks **shall** be protected in a secure container;
- (g) Locks **shall** be changed or rotated at least **annually**, and shall be replaced upon loss or compromise of their keys; and
- (h) Master keying is prohibited.

#### 5-103 Procurement and Phase-In of New Storage Equipment

a. Preliminary Survey. DoD activities shall not procure new storage equipment until:

.1. A current-survey has been made **of** on-hand security storage equipment and classified records; and

2. Based upon the survey, it has been determined that it is not feasible to use available equipment or to retire, return, declassify or destroy enough records on hand to make the needed security storage space available.

b. Purchase of New Storage Equipment. New security storage equipment shall be procured from those items listed on the GSA Federal Supply Schedule. Exceptions may be made by heads of DoD Components, with notification to the **DUSD(P)**.

c. Nothing in this chapter shall be construed to modify existing Federal Supply Class Management Assignments made under DoD Directive 5030.47 (reference (jj)).

#### 5-104 Designations and Combinations

a. Numbering and Designating Storage Facilities. There shall be no external mark as to the level of classified information authorized to be stored therein. For identification purposes each vault or container shall bear externally an assigned number or symbol.

1. EACH OSD SECURITY CONTAINER AND SECURE FACILITY ENTRANCE SHALL BE AFFIXED WITH AN OSD IDENTIFICATION STICKER. STICKERS ARE ASSIGNED SOLELY BY THE PHYSICAL SECURITY DIVISION. THE STICKER WILL BE ATTACHED IN THE UPPER LEFT HAND CORNER OF THE TOP DRAWER OR THE CONTAINER FRAME. FOR SECURE FACILITIES, THE NUMBER WILL BE PLACED ON THE ENTRANCE DOOR ABOVE THE COMBINATION LOCK DIAL.

2. A RECORD OF THE OSD IDENTIFICATION STICKER NUMBER SHALL BE MAINTAINED ON STANDARD FORM 700.

b. Combinations to Containers

1. Changing. Combinations to security containers shall be changed only by individuals having that responsibility and an appropriate security clearance. Combinations shall be changed:

(a) When placed in use;

(b) Whenever an individual knowing the combination no longer requires access;

(c) When the combination has been subject to possible compromise;

(d) At least annually; or

(e) When taken out of service. Built-in combination locks shall be reset to the standard combination 50-25-50; combination padlocks shall be reset to the standard **combination** 10-20-30. — . . .

(1) SECURITY CONTAINERS SHALL NOT BE REMOVED UNDER ANY CIRCUMSTANCES FROM ANY OFFICE OR SECURE FACILITY UNTIL A PSD REPRESENTATIVE COMPLETELY HAS INSPECTED THE CONTAINER FOR CLASSIFIED MATERIALS. A SECURITY CONTAINER INTENDED FOR TURN-IN IS OF PARTICULAR CONCERN.

(2) WHEN THE COMBINATION IS RESET, THE COMBINATION SHALL BE MARKED ON A TAG AND FASTENED SECURELY TO THE CONTROL DRAWER OF THE CONTAINER.

(f) REQUESTS FOR CHANGING COMBINATIONS OR REPAIRING CONTAINERS SHALL BE ACCOMPLISHED TELEPHONICALLY BETWEEN 0700 AND 1630 HOURS, MONDAY THROUGH FRIDAY, EXCEPT HOLIDAYS, ON 697-0519.

(g) **WHEN** CHANGING A COMBINATION, THE SECURITY CONTAINER CUSTODIAN SHALL SELECT THE COMBINATION NUMBERS . THE LOCKSMITH SHALL NOT SET NUMBERS THAT **VIOLATE** GOOD SECURITY PRACTICES. THE USE OF BIRTH DATES, ANNIVERSARY DATES , TELEPHONE NUMBERS, OR NUMBERS IN SERIES OR PROGRESSION **ARE** PROHIBITED. IDENTICAL COMBINATIONS SHALL NOT BE PLACED ON MORE THAN ONE SECURITY CONTAINER WITHIN THE SAME OSD COMPONENT.

2. Classifying Combinations. The combination of a vault or container used for the storage of classified information shall be assigned a security classification equal to the highest category of the classified information authorized to be stored therein.

3. Recording Storage Facility Data. A record shall be maintained for each vault, secure room, or container used for storing classified information, showing location of the container, the names, home addresses, and home telephone numbers of the individuals having knowledge of the combination. Standard Form 700, "Security Container Information" shall be used for this purpose. (Use of this Standard Form is required when existing supplies of similar purpose forms are exhausted or by September 30, 1986, whichever occurs earlier).

(a) BLOCKS 2 THROUGH 10, PARTS 1 AND 2, STANDARD FORM (SF) 700 SHALL BE COMPLETED BY THE **OSD** COMPONENT. THE OSD IDENTIFICATION STICKER NUMBER SHALL BE INCLUDED IN BLOCK 5 OF PARTS 1 AND 2, AND AT THE TOP OF COPY 2A.

(b) PART 1, SF 700 SHALL BE POSTED ON THE INSIDE OF THE SECURITY CONTAINER DRAWER CONTAINING **THE** COMBINATION LOCK .

(c) PARTS 2 AND 2A OF COMPLETED SF 700 SHALL BE CLASSIFIED AT THE HIGHEST LEVEL OF CLASSIFICATION OF THE INFORMATION AUTHORIZED FOR STORAGE IN THE SECURITY CONTAINER .

(d) PART 2A, SF 700 SHALL BE COMPLETED, DETACHED AND INSERTED IN THE ENVELOPE (PART 2). **THE** NUMBER OF PERSONS HAVING KNOWLEDGE OF SECURITY COMBINATIONS SHALL BE LIMITED TO THOSE NECESSARY FOR OPERATIONAL EFFICIENCY AND SHOULD NOT EXCEED THREE . AT LEAST TWO PERSONS WHO ARE RESPONSIBLE FOR THE CONTENTS OF EACH CONTAINER SHALL BE LISTED ON THE SF 700. AFTER SEALING THE ENVELOPE FLAP , ONE OF THE RESPONSIBLE OFFICIALS SHALL AFFIX HIS OR HER SIGNATURE ACROSS THE EDGE OF THE FLAP, OVER WHICH A **STRIP** OF CLEAR PLASTIC TAPE SHALL BE PLACED . AT LEAST ONE OF THE NAMED INDIVIDUALS SHALL BE CONTACTED IF THE SECURITY CONTAINER TO WHICH THE FORM PERTAINS IS FOUND OPEN AND UNATTENDED.

(e) THE SEALED SF 700 SHALL BE HAND-CARRIED TO THE PSD LOCKSHOP, ROOM **1C255** PENTAGON, IMMEDIATELY AFTER CHANGE OF COMBINATION. PSD IS RESPONSIBLE FOR ENSURING THAT CURRENT SF 700 ENVELOPES **ARE** STORED PROPERLY.

(f) ONCE A COMBINATION ENVELOPE HAS BEEN REMOVED FROM STORAGE WITHIN THE PSD LOCKSHOP , A NEW SF 700 SHALL BE PREPARED AND RETURNED TO PSD LOCKSHOP AS DESCRIBED IN PARAGRAPHS 5-103 3. (a) through 5-103 3. (e), ABOVE.

4. Dissemination. Access to the combination of a vault or container used for the storage of classified information shall be granted only to those individuals who are authorized access to the classified information stored therein.

IN EMERGENCIES, COMBINATIONS ARE AVAILABLE TO OSD OFFICIALS IDENTIFIED IN BLOCK 10, SF 700, WHEN THEY PRESENT VALID PHOTOGRAPHIC **IDENTIFICATION** . CALL ON EXTENSION 70519 TO OBTAIN THE ENVELOPE. WRITTEN OR TELEPHONIC AUTHORIZATION FROM RESPONSIBLE OFFICIALS FOR THIRD PARTIES TO GAIN ACCESS TO COMBINATION ENVELOPES IS PROHIBITED.

c. Electrically Actuated Locks . Electrically actuated locks (for example, cipher and magnetic strip card locks) do not afford the required degree of protection of classified information and may not be used as a substitute for the locks prescribed in subsection 5-102.

#### 5-105 Repair of Damaged Security Containers

Neutralization of lock-outs or repair of any damage that affects the integrity of a security container approved for storage of classified information shall be accomplished only by authorized persons who are cleared or continuously escorted while so engaged.

a. A GSA-approved security container is considered to have been restored to its original state of security integrity if:

1. All damaged or altered parts (for example, locking drawer, and drawer head) are replaced; or

2. When a container has been drilled immediately adjacent to or through the dial ring to neutralize a lock-out, the replacement lock is equal to the original equipment, and the drilled hole is repaired with a tapered, hardened tool-steel pin, or a steel dowel, drill bit, or bearing with a diameter slightly larger than the hole and of such length that when driven into the hole there shall remain at each end of the rod a shallow recess not less than 1/8 inch nor more than 3/16 inch deep to permit the acceptance of substantial welds, and the rod is welded both on the inside and outside surfaces. The outside of the drawer head shall then be puttied, sanded, and repainted in such a way that no visible evidence of the hole or its repair remains on the outer surface after replacement of the damaged parts (for example, new lock).

b. GSA-approved containers that have been drilled in a location or repaired in a manner other than as described in paragraph a. , above, will not be considered to have been restored to their original state of security integrity. The Test Certification Label on the inside of the locking drawer and the "General Services Administration Approved Security Container" label, if any, on the outside of the top drawer shall be removed from such containers.

c. If damage to a GSA-approved security container is repaired with welds, rivets, or bolts that cannot be removed and replaced without leaving evidence of entry, the cabinet is limited thereafter to the storage of Secret and **Confidential** material.

d. If the damage is repaired using methods other than those permitted in paragraphs a. and c., above, use of the container will be limited to unclassified material and a notice to this effect will be permanently marked on the front of the container.

#### 5-106 PROCEDURES FOR OPENING, CLOSING, AND CHECKING SECURITY CONTAINERS

a. SF 702, "SECURITY CONTAINER CHECK SHEET" AND REVERSIBLE "OPEN-CLOSED" OR "OPEN-LOCKED" SIGNS SHALL BE AFFIXED TO EACH SECURITY CONTAINER.

b. THE PERSON UNLOCKING A SECURITY CONTAINER SHALL COMPLETE THE "OPENED BY" COLUMN OF THE SF 702 AND TURN THE REVERSIBLE SIGN TO "OPEN."

c. THE PERSON RESPONSIBLE FOR CLOSING A SECURITY CONTAINER SHALL:

1. CLOSE ALL **DRAWERS**, CLOSING THE COMBINATION DRAWER LAST.

2. AFTER CLOSING THE COMBINATION DRAWER, ENGAGE THE LOCKING MECHANISM.

3. TURN GENTLY THE COMBINATION DIAL AT LEAST FOUR COMPLETE TURNS **IN** ONE DIRECTION.

4. ATTEMPT TO OPEN **ALL** DRAWERS, TO INCLUDE DEPRESSING THE THUMB LEVER ON ALL DRAWERS.

5. COMPLETE THE "LOCKED BY" COLUMN OF SF 702 AND TURN THE REVERSIBLE SIGN TO "CLOSED" OR "LOCKED. "

6. IF A PARTICULAR SECURITY CONTAINER WAS NOT OPENED DURING A DUTY DAY , **THE** PERSON CHARGED WITH CLOSING THE SECURITY CONTAINER SHALL COMPLETE THE STEPS IN SUBPARAGRAPHS 5-106 C .3. AND 5-106 C. 4., ABOVE, WRITE "NOT OPENED" IN **THE** "OPENED BY" COLUMN , **AND COMPLETE THE** "CLOSED BY" COLUMN. EACH SECURITY **CONTAINER** MUST BE CHECKED AT THE END OF EACH DUTY DAY, REGARDLESS OF **WHETHER THE** CONTAINER WAS OPENED ON THAT DAY.

d. A PERSON OTHER THAN THE PERSON LOCKING **THE** SECURITY CONTAINER SHALL **DOUBLE** CHECK IT TO ENSURE THAT THE SECURITY CONTAINER IS LOCKED. THE INDIVIDUAL CONDUCTING THE DOUBLE CHECK SHALL :

1. TURN GENTLY THE COMBINATION DIAL AT LEAST FOUR COMPLETE TURNS IN ONE DIRECTION.

2. ATTEMPT TO OPEN EACH DRAWER TO INCLUDE DEPRESSING THE THUMB LEVER ON ALL DRAWERS.

3. COMPLETE THE "**CHECKED** BY" COLUMN OF SF 702.

e. IF, AT ANY TIME, A SECURITY CONTAINER MUST BE LEFT UNATTENDED, IT SHALL BE LOCKED **AND** DOUBLE CHECKED. AS AN EXCEPTION TO THIS, A DOUBLE CHECK IS NOT **REQUIRED IN** CASE OF FIRE, BOMB THREAT, OR OTHER SIMILAR EMERGENCY.

f. DURING NON-DUTY HOURS , THE PERSON LOCKING A SECURITY CONTAINER SHALL MAKE ALL REASONABLE ATTEMPTS TO OBTAIN THE ASSISTANCE OF A SECOND PERSON TO DOUBLE CHECK THE SECURITY CONTAINER . IF SUCH ASSISTANCE IS NOT AVAILABLE, THE PERSON LOCKING THE CONTAINER SHALL WAIT 1 TO 2 MINUTES AND THEN SHALL **PERFORM** THE DOUBLE CHECK PROCEDURES .

g. SF 702 FORMS SHALL BE DESTROYED THE DAY FOLLOWING THE LAST ENTRY ON THE **FORM** EXCEPT FOR THOSE FORMS THAT MAY BE INVOLVED IN AN INVESTIGATION.

<b>SECURITY CONTAINER INFORMATION</b> <b>INSTRUCTIONS</b> 1. COMPLETE PART 1 AND PART 2A (ON END OF <b>FLAP</b> ). 2. DETACH PART 1 AND <b>ATTACH</b> TO INSIDE OF CONTAINER. 1. MARK PARTS 2 AND <b>2A</b> WITH THE HIGHEST <b>CLASSIFICATION</b> STORED IN THIS CONTAINER. 1. DETACH PART 2A AND INSERT IN ENVELOPE. 3. SEE PRIVACY ACT STATEMENT ON REVERSE,	1. <b>AREA OR POST</b> (If required)	2. <b>BUILDING</b> (If required) Pentagon	3. ROOM NO. 3C345
	4. <b>ACTIVITY</b> (DIVISION, BRANCH, SECTION OR OFFICE) WHS/PSD		5. CONTAINER NO. B-2049
	6. MFG. & TYPE CONTAINER Mosler 5dr	7. MFG & TYPE LOCK Mosler	8. DATE <b>COMBINATION</b> CHANGED 9/19/86
	9. NAME AND SIGNATURE OF PERSON MAKING CHANGE Eve Dougherty <i>Eve Dougherty</i>		
10. Immediately notify one of the following persons, if this container is found open and unattended.			
EMPLOYEE NAME	HOME ADDRESS		HOME PHONE
Robert BEIER	1064 Chrandell Drive Springfield VA		873-5634
Ke-nneth C. ZIEGLER	2856 Apple Lane Laurel, MD		301-654-2111

1. ATTACH TO INSIDE OF CONTAINER 700-101 NSN 7540-01-214-5372 STANDARD FORM 700 [U-65, Prescribed by GSA/ISOO 32 CFR 2003]

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2. 700-101 NSN 7540-01-214-5372 STANDARD FORM 700 (8-S5) Prescribed by GSA/ISOO 32 CFR 2003

CONTAINER NUMBER
B-2049

COMBINATION

DETACH HERE	4	turns to the (Right) (Left) stop at	50
	3	turns to the (Right) (Left) stop at	25
	2	turns to the (Right) (Left) stop at	50
	1	turns to the (Right) (Left) stop at	0

WARNING

THIS COPY **CONTAINS** CLASSIFIED INFORMATION WHEN COMBINATION IS **ENTERED**.  
**UNCLASSIFIED** UPON CHANGE OF COMBINATION.

2A	INSERT IN ENVELOPE	SF 700 (8-85) Prescribed by GSA/ISOO 32 CFR 2003
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FIGURE 1, SF 700



# SECURITY CONTAINER CHECK SHEET

**TO** (if required)**THRU** (if required)

## CERTIFICATION

I CERTIFY, BY MY INITIALS BELOW, THAT I HAVE OPENED,  
CLOSED OR CHECKED THIS 'SECURITY' CONTAINER  
IN ACCORDANCE WITH PERTINENT AGENCY REGULATIONS  
AND OPERATING INSTRUCTIONS.

MONTH/YEAR

[illegible]

702.101  
NSN 7540.01-213-7900

FIGURE 2, SF702

## SECURITY CONTAINER CHECK SHEET

FROM

ROOM NO.

**BUILDING**

CONTAINER NO.

**3C345**

| Pentagon

B-2049

## CERTIFICATION

**I CERTIFY, BY MY INITIALS BELOW, THAT/ HAVE OPENED,  
CLOSED OR CHECKED THIS SECURITY CONTAINER  
IN ACCORDANCE WITH PERTINENT AGENCY REGULATIONS  
AND OPERATING INSTRUCTIONS.**

MONTHREAR

September 1986

[illegible]

STANDARD FORM 702 (8-85)  
Prescribed by GSA/IS00  
32 CFR 2003

## Section 2

### CUSTODIAL PRECAUTIONS

#### 5-200 Responsibilities of Custodians

a. Custodians of classified information shall be responsible for providing protection and accountability for such information at all times and for locking classified information in appropriate security equipment whenever it is not in use **or** under direct supervision of authorized persons. Custodians shall follow procedures that ensure that unauthorized persons do not gain access to classified information.

b. Only the head of a DoD Component, or single designee at the headquarters and major command levels, may authorize removal of classified information from designated working areas in off-duty hours, for work at home or otherwise, provided that a GSA-approved security container is furnished and appropriate regulations **otherwise, provide** for the **maximum protection** possible under the circumstances. (See also section 3, Chapter VII.) Any such arrangements approved before the effective date of this Regulation shall **be** reevaluated and, if continued approval is warranted, compliance with this paragraph is necessary.

1. INDIVIDUALS SHALL NOT BE AUTHORIZED UNDER ANY CIRCUMSTANCES TO STORE CLASSIFIED INFORMATION, IN CONTRAVENTION OF PARAGRAPH 5-102; I.E., IN RESIDENCES WITHOUT THE PRIOR APPROVAL OF THE DEPUTY ASSISTANT SECRETARY OF DEFENSE (ADMINISTRATION).

2. THE FOLLOWING REQUIREMENTS APPLY:

(a) THE REQUEST SHALL BE A MEMORANDUM, SIGNED BY AN OSD PRINCIPAL STAFF ASSISTANT, STATING THE LOCATION AND JUSTIFICATION FOR THE PROPOSED STORAGE AREA.

(b) ONLY AN APPROVED SECURITY CONTAINER, PROPERLY REGISTERED WITH THE PSD, WHS, SHALL BE INSTALLED AT THE LOCATION.

(c) SIGNATURE ACCOUNTABILITY SHALL BE MAINTAINED FOR INFORMATION REMOVED. RECONCILIATION OF MATERIAL IS REQUIRED WHEN THE **INFORMATION** IS RETURNED.

(d) PROCEDURES SHALL BE ESTABLISHED TO ENSURE THE RETURN OF CLASSIFIED MATERIALS IN THE EVENT OF EMERGENCIES SUCH AS DEATH, HOSPITALIZATION, OR ABSENCE FROM DUTY FOR MORE THAN 30 DAYS.

(e) PSD SHALL MAINTAIN THE RECORDS OF INDIVIDUALS SO AUTHORIZED.

(f) OSD **COMPONENT** SECURITY MANAGER FOR THESE OFFICIALS SHALL EVALUATE THE NEED FOR **THE** ARRANGEMENTS ANNUALLY OR UPON CHANGE OF POSITION OCCUPANCY.

c. CLASSIFIED INFORMATION IS U.S. GOVERNMENT PROPERTY AND UNDER NO **CIRCUM-** STANCES DOES IT BECOME **THE PERSONAL** PROPERTY OF ANY INDIVIDUAL.

## 5-201 Care During Working Hours

DoD personnel shall take precaution to prevent unauthorized access to classified information.

a. Classified documents removed from storage shall be kept under constant surveillance and face down or covered when not in use. Cover sheets shall be Standard Forms 703, 704, and 705 for, respectively, Top Secret, Secret, and Confidential documents. (Use of these Standard Forms is required when existing supplies of similar purpose forms are exhausted or by September 30, 1986, whichever occurs earlier).

b. Preliminary drafts, carbon sheets, plates, stencils, **stenographic** notes, worksheets, typewriter ribbons, and other items containing classified information shall be either destroyed immediately after they have served their purpose; or shall be given the same classification and secure handling as the classified information they contain.

c. Destruction of typewriter **ribbons from** which classified information can be obtained shall be accomplished in the manner prescribed for classified working papers of the same classification. After the upper and lower sections have been cycled through and overprinted five times in all ribbon or typing positions, fabric ribbons may be treated as unclassified regardless of their classified use thereafter. Carbon and plastic typewriter ribbons and carbon paper that have been used in the production of classified information shall be destroyed in the manner prescribed for working papers of the same classification after initial usage. However, any ribbon in a typewriter that uses technology which enables the ribbon to be struck several times in the same area before it moves to the next position may be treated as unclassified.

d. ACCESS TO ALL OSD COMPONENT OFFICES SHALL BE CONTROLLED AT ALL TIMES BY EMPLOYEES OR ELECTRO-MECHANICAL DEVICES. WHEN EMPLOYEES MUST LEAVE THEIR DESKS, IT IS THEIR RESPONSIBILITY TO ARRANGE FOR REPLACEMENTS.

e. ALL VISITORS, MESSENGERS, AND COURIERS SHALL BE IDENTIFIED, THEIR **BUSINESS** STATED, NEED TO KNOW, AND SECURITY CLEARANCE(S) VERIFIED BEFORE BEING PERMITTED ACCESS TO CLASSIFIED INFORMATION OR DISCUSSIONS. IDENTIFICATION SHALL BE BY PERSONAL RECOGNITION OR BY PRESENTATION OF CURRENT PHOTOGRAPHIC IDENTIFICATION OR CREDENTIALS.

f. UNCLEARED VISITORS (INCLUDING CLEANING, MAINTENANCE, AND TELEPHONE PERSONNEL) SHALL BE UNDER CONTINUOUS ESCORT OR SURVEILLANCE. WHEN UNCLEARED VISITORS ARE PRESENT, A FACILITY REPRESENTATIVE SHALL COVER OR TURN FACE DOWN SENSITIVE MATERIALS AND CAUSE SENSITIVE DISCUSSIONS TO CEASE FOR THE DURATION OF THE VISIT.

. UNSECURED AND UNATTENDED CLASSIFIED MATERIAL SHALL BE TURNED OVER TO THE DISCOVERER ' S SECURITY MANAGER WHO SHALL NOTIFY PSD OF THE INCIDENT. UNSECURED AND UNATTENDED CLASSIFIED MATERIAL SHALL BE INITIALED AND DATED IN INK BY THE DISCOVERER AND SUBSEQUENT CUSTODIANS FOR POSSIBLE FUTURE IDENTIFICATION UNTIL THE CASE IS CLOSED.

## 5-202 End-of-Day Security Checks

Heads of activities that process or store classified information shall establish a system of security checks at the close of each working day to ensure that the area is secure; Standard Form 701, "Activity Security Checklist" shall be used to record such checks. An integral part of the security check system shall be the securing of all vaults, secure rooms, and containers used for the storage of classified material; Standard Form 702, "Security Container Check Sheet" shall be used to record such actions. In addition, Standard Forms 701 and 702 shall be annotated to reflect after-hours, weekend, and holiday activity. (Use of these Standard Forms is required when existing supplies of similar purpose forms are exhausted or by September 30, 1986, whichever occurs earlier).

a. AT THE CLOSE OF EACH WORKING DAY, ALL PERSONNEL SHALL:

1. INSPECT THEIR IMMEDIATE WORK AREAS FOR CLASSIFIED MATERIAL, PAYING PARTICULAR ATTENTION TO **THE CONTENTS** OF **DESKS**, **IN** AND OUT TRAYS, AND WASTE CONTAINERS.

2. SURVEY THE GENERAL WORK AREA TO ENSURE THAT NO CLASSIFIED MATERIAL REMAINS UNSECURED.

3. PLACE CLASSIFIED NOTES. CARBON PAPER, ROUGH DRAFTS, AND SIMILAR CLASSIFIED PAPERS IN BAGS AND STORE IN PROPER SECURITY CONTAINERS.

4. REMOVE AND SECURE TYPEWRITER RIBBONS OR PORTIONS OF TYPEWRITER RIBBONS THAT HAVE BEEN USED TO PREPARE CLASSIFIED MATERIAL. THIS PROVISION DOES NOT APPLY **WHEN** USING IBM TECH III, BLUE, AND SPERRY REMINGTON BEAUTYRITE III TYPEWRITER RIBBONS. MINIATURE MEMORY STORAGE (DISKS) UNITS SHALL BE REMOVED FROM TYPEWRITERS AND WORD PROCESSORS SO EQUIPPED, AND SECURED.

5. RETURN CLASSIFIED DOCUMENTS, CORRESPONDENCE, OR RELATED CLASSIFIED INFORMATION TO PROPER SECURITY CONTAINERS.

6. SECURE SECURITY CONTAINERS WHEN THEIR CONTENTS ARE NO LONGER NEEDED FOR THE DAY AND COMPLETE SF 701, TO INCLUDE DOUBLE CHECKER'S INITIALS.

b. AT LEAST ONE INDIVIDUAL SHALL BE **DESIGNATED** ON A ROTATING OR PERMANENT BASIS TO BE RESPONSIBLE FOR **DOUBLECHECKING** EACH OSD COMPONENT TO ENSURE THAT CLASSIFIED MATERIALS AND SECURITY EQUIPMENT HAVE BEEN SECURED PROPERLY BEFORE LEAVING THE WORK AREA. SF 701 SHALL BE **PLACED** ON THE INSIDE OF THE ROOM AT THE PRIMARY EXIT AND COMPLETED BY THE AREA DOUBLECHECKER DAILY. WHEN THE OFFICE IS OCCUPIED AFTER DUTY HOURS, THE LAST PERSON LEAVING THE OFFICE SHALL ASSUME RESPONSIBILITY FOR DOUBLE CHECKING AND SECURING THE OFFICE AREA.

c. **WHEN** NOTIFIED THAT A SECURITY CONTAINER OR ROOM HAS BEEN LEFT **UNATTENDED**, **THE COMPONENT SECURITY MANAGER** AND THE PSD SHALL BE NOTIFIED. THOSE RESPONSIBLE FOR **THE** CONTAINER OR **THE** ROOM SHALL BE REQUIRED TO CHECK THE **CONTENTS** OF **THE CONTAINER OR ROOM** FOR **INDICATIONS** OF REMOVAL OF MATERIALS. THE COMBINATION TO **THE** SECURITY CONTAINER OR ROOM SHALL BE CHANGED IMMEDIATELY, IN ACCORDANCE **WITH** SUBPARAGRAPH 5-104 B. 1. (C), ABOVE.

d. THE DIRECTOR , PSD , SHALL INSURE THAT END-OF-DAY SECURITY CHECKS ARE PERFORMED BY CONDUCTING AFTER DUTY HOURS SECURITY INSPECTIONS. ALL VIOLATIONS DISCOVERED DURING THESE INSPECTIONS SHALL BE REPORTED DIRECTLY TO THE DIRECTOR, PSD . AS A MINIMUM THE FOLLOWING SHALL BE INSPECTED:

1. DESK TOPS , CONTENTS OF ALL DESKS FOUND UNLOCKED, IN AND OUT TRAYS, TYPEWRITERS , AND WASTE CONTAINERS.

2. THE GENERAL WORK AREA TO ENSURE THAT NO CLASSIFIED MATERIAL HAS BEEN LEFT UNSECURED .

3. ALL SECURITY CONTAINERS TO ENSURE THAT THEY ARE LOCKED AND THAT SF 702, "SECURITY CONTAINER CONTAINER CHECK SHEET , " IS BEING INITIALED AND COUNTERINITIALED .

4. CHECK SF 701, "ACTIVITY SECURITY CHECKLIST , " FOR INITIALS.

#### 5-203 Emergency Planning

a. Plans **shall** be developed for the protection, removal, or destruction of classified material in case of fire, natural disaster, civil disturbance, terrorist activities, or enemy action. Such plans shall establish detailed procedures and responsibilities for the protection of classified material to ensure that the material does not come into the possession of unauthorized persons. These plans shall include the treatment of classified information located in foreign countries.

b. These emergency planning procedures do not apply to material related to **COMSEC** . Planning for the emergency protection including **emergency** destruction under no-notice conditions of classified COMSEC material shall be developed in accordance with the requirements of NSA KAG I-D (reference (gg) ) .

c. Emergency plans shall provide for the protection of classified material in a manner that will minimize the risk of injury or loss of life to personnel. In the case of fire or natural disaster, the immediate placement of authorized personnel around the affected area, preinstructed and trained to prevent the removal of classified material by unauthorized personnel, is an acceptable means of protecting classified material and reducing casualty risk. Such plans shall provide for emergency destruction to preclude capture of classified material when determined to be required. This determination shall be based on an overall **commonsense** evaluation of the following factors:

1. Level and sensitivity of classified material held by the activity;
2. Proximity of land-based commands to hostile or potentially hostile forces or to communist-controlled countries;
3. Flight schedules or ship deployments in the proximity of hostile or potentially hostile forces or near communist-controlled countries;
4. Size and armament of land-based commands and ships;

5. Sensitivity of operational assignment; and
6. Potential for aggressive action of hostile forces.

d. When preparing emergency destruction plans, consideration shall be given to the following:

1. Reduction of the amount of classified material held by a command as the initial step toward **planning** for emergency destruction;
2. Storage of less frequently used classified material at more secure commands in the same geographical area (if available);
3. Transfer of as much retained classified material to microforms as possible, thereby reducing the bulk that needs to be evacuated or destroyed;
4. Emphasis on the priorities for destruction, designation of personnel responsible for destruction, and the designation of places and methods of destruction. Additionally, if any destruction site or any particular piece of destruction equipment is to be used by more than one activity or entity, the order or priority for use of the site or equipment must be clearly delineated;
5. Identification of the individual who is authorized to make the final determination when emergency destruction is to begin and the means by which this determination is to be communicated to all subordinate elements maintaining classified information;
6. Authorization for the senior individual present in an assigned space containing classified material to deviate from established plans when circumstances warrant; and
7. Emphasis on the importance of beginning destruction sufficiently early to preclude loss of material. The effect of premature destruction is considered inconsequential when measured against the possibility of compromise.

e. The emergency plan shall require that classified material holdings be assigned a priority for emergency evacuation or destruction. Priorities should be based upon the potential effect on national security should such holdings fall into hostile hands, in accordance with the following general guidelines:

1. Priority One. Exceptionally grave damage (Top Secret material);
2. Priority Two. Serious damage (Secret material); and
3. Priority Three. Damage (Confidential material).

f. If, as determined by appropriate threat analysis, Priority One material cannot otherwise be afforded a reasonable degree of protection from hostile elements in a no-notice emergency situation, provisions shall be made for installation of **Anticompromise** Emergency Destruct (ACED) equipment to

ensure timely initiation and positive destruction of such **material**<sup>2</sup> in accordance with the following standard: "With due regard for personnel and structural safety, the ACED system shall reach a stage in destruction sequences at which positive destruction is irreversible within 60 minutes at shore installations, 30 minutes in **ships**, and 3 minutes in aircraft following activation of the ACED system."<sup>3</sup>

**g.** An ACED requirement is presumed to exist and provisions shall be made for an ACED system to protect Priority One material in the following environments:

1. Shore-based activities located in or within 50 miles of potentially hostile countries, or located within or adjacent to countries with unstable governments;

2. Reconnaissance aircraft, both manned and unmanned, that operate within **JCS-designated** reconnaissance reporting areas (see Memorandum by the Secretary, Joint **Chiefs of Staff**, (SM) 701-.76, Volume II, "**Peacetime** Reconnaissance and Certain Sensitive Operations" (reference **(kk)**))<sup>4</sup>;

3. Naval surface noncombatant vessels operating in hostile areas when not accompanied by a combatant vessel;

4. Naval subsurface vessels operating in hostile areas; and

5. U.S. Navy Special Project ships (Military **Sealift** Command-operated) operating in hostile areas.

**h.** Except in the most extraordinary circumstances, ACED is not applicable to commands and activities located within the United States. Should there be reason to believe that an ACED requirement exists in environments other than **in** those listed in paragraph **g.**, above, a threat and vulnerability study **should** be prepared and submitted to the head of the DoD Component concerned or his designee for approval. The threat and vulnerability study should include, at a minimum, the following data, classified if appropriate:

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<sup>2</sup> Technological limitations, particularly as to personnel and structural safety, place constraints on the amount of material that can be accommodated in buildings, ships, and aircraft by current ACED systems; therefore, only Priority One material reasonably can be so protected at this time. Nevertheless, after processing Priority One material in an emergency situation involving possible loss to hostile forces, it is imperative that Priority Two material and then Priority Three material be destroyed insofar as is possible by whatever means available.

<sup>3</sup> The time frames indicated above are those for the initiation of irreversible destruction, not necessarily for the completion of such destruction.

<sup>4</sup> SM 701-76 is available on a strict need-to-know basis from the Chief, Documents Division, Joint Secretariat, OJCS.

1. Volume and type of Priority One material held by the activity, that is, paper products, microforms, magnetic tape, and circuit boards.

2. A statement certifying that the amount of Priority One material held by the activity has been reduced to the lowest possible level;

3. An estimate of the time, beyond the time frames cited above, required to initiate irreversible destruction of Priority One material held by the activity, and the methods by which destruction of that material would be attempted in the absence of an ACED system;

4. Size and composition of the activity;

5. Location of the activity and the degree of control it, or other United States authority, exercises over security; and

6. Proximity to potentially hostile forces and potential for aggressive action by such forces.

i. When a requirement is believed to exist for ACED equipment not in the GSA or DoD inventories, the potential requirement shall be submitted to the DUSD(P) for validation in accordance with subsection V. B. of DoD Directive 3224.3 (reference (11)).<sup>5</sup>

j. In determining the method of destruction of other than Priority One material, any method specified for routine destruction or any other means that will ensure positive destruction of the material may be used. Ideally, any destruction method should provide for early attainment of a point at which the destruction process is irreversible. Additionally, classified material may be jettisoned at sea to prevent its easy capture. It should be recognized that such disposal may not prevent recovery of the material. Where none of the methods previously mentioned can be employed, the use of other means, such as dousing the classified material with a flammable liquid and igniting it, or putting to use the facility garbage grinders, sewage treatment plants, and boilers **should** be considered.

k. Under emergency destruction conditions, destruction equipment may be operated at maximum capacity and without regard to pollution, preventive maintenance, and other constraints that might otherwise be observed.

1. Commands and activities that are required to maintain an ACED system pursuant to paragraph g., above, shall conduct drills periodically to ensure that responsible **personnel** are familiar with the emergency plan. Such drills should be used to evaluate the anticipated effectiveness of the plan and the prescribed equipment and should be the basis for improvements in **planning** and equipment use. Actual destruction should not be initiated during drills.

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<sup>5</sup> Information on ACED systems may be obtained from the Office of the Chief of Naval Operations (OP-09N), Navy Department, Washington, D.C. 20350.



## 5-204 Telecommunications Conversations

Classified information shall not be discussed in telephone conversations except as authorized over approved secure communications circuits, that is, cryptographically protected circuits or protected distribution systems installed in accordance with National **COMSEC** Instruction 4009" (reference (mm)).

CLASSIFIED INFORMATION SHALL NOT BE DISCUSSED ON UNSECURED, STANDARD COMMERCIAL TELEPHONES. THE USE OF CODES OR ATTEMPT TO TALK AROUND CLASSIFIED SUBJECTS IS PROHIBITED.

## 5-205 Security of Meetings and Conferences

Security requirements and procedures governing disclosure of classified information at conferences, symposia, conventions, and similar meetings, and those governing the sponsorship and attendance of U.S. and foreign personnel at such meetings, are set forth in DoD Directive 5200.12, DoD Instruction 5230.20, DoD 5220.22-R, and DoD 5220.22-M (references (m), **(fff)**, (j), and (k)), respectively)- . --

### a. GENERAL

CLASSIFIED **MEETINGS** SHALL BE CONDUCTED TO BEST SERVE THE INTEREST OF U.S. NATIONAL SECURITY. SECURITY SAFEGUARDS AND PROCEDURES SHALL BE ESTABLISHED TO CONTROL ACCESS AND PREVENT COMPROMISE OF CLASSIFIED **INFORMATION** PRESENTED DURING SUCH MEETINGS.

### b. MEETINGS DISCLOSING CLASSIFIED INFORMATION.

1. SUCH MEETINGS SHALL BE SPONSORED BY AN OSD COMPONENT HAVING SIGNIFICANT INTEREST IN THE SUBJECT MATTER. WITHIN THE OSD, A PRINCIPAL STAFF ASSISTANT, A PRINCIPAL DEPUTY UNDER OR ASSISTANT SECRETARY OF DEFENSE, OR A HIGHER-LEVEL OFFICIAL MAY SPONSOR SUCH A MEETING AFTER DETERMINING, **THE** FOLLOWING:

(a) THE CLASSIFIED SESSIONS OF THE MEETING ARE IN THE BEST INTERESTS OF U.S. NATIONAL SECURITY.

(b) THE USE OF CONVENTIONAL CHANNELS FOR DISSEMINATION OF CLASSIFIED SCIENTIFIC AND TECHNICAL INFORMATION DOES NOT ACCOMPLISH **THE** PURPOSE OF THE **MEETING**.

(c) ADEQUATE SECURITY MEASURES AND ACCESS PROCEDURES HAVE BEEN DEVELOPED AND SHALL BE IMPLEMENTED.

(d) THE LOCATION SELECTED FOR THE CLASSIFIED SESSIONS OF THE MEETING ENSURES PROPER CONTROL AND DISSEMINATION OF CLASSIFIED INFORMATION, AND ADEQUATE FACILITIES ARE AVAILABLE FOR SECURE STORAGE AND PROTECTION .

2. OSD COMPONENTS ACCEPTING SPONSORSHIP OF A CLASSIFIED MEETING SHALL APPOINT A SECURITY MANAGER WHO SHALL ENSURE COMPLIANCE WITH APPLICABLE SECURITY DIRECTIVES , AND THAT:

(a) **THE** MEETING SITE IS PROPER FOR THE LEVEL OF CLASSIFICATION INVOLVED .

(b) ADEQUATE STORAGE FACILITIES ARE AVAILABLE , WHEN REQUIRED.

(c) ACCESS TO CLASSIFIED SESSIONS OF THE CONFERENCE ARE LIMITED TO PERSONS WHOSE CLEARANCE AND NEED TO KNOW HAVE BEEN ESTABLISHED POSITIVELY, AS FOLLOWS:

(1) MILITARY AND CIVILIAN PERSONNEL:

A WRITTEN VISIT REQUEST OR SECURITY CLEARANCE CERTIFICATION FURNISHED IN ADVANCE THAT CONTAINS FULL NAME OF THE ATTENDEE, SOCIAL SECURITY NUMBER, DATE AND PLACE OF BIRTH, CITIZENSHIP, SECURITY CLEARANCE LEVEL AND DATE GRANTED, **AND** SECURITY MANAGER ' S CERTIFICATION.

(2) CONTRACTOR PERSONNEL :

IN ADDITION TO **THE** INFORMATION IN PARAGRAPHS 5-205 a. 'THROUGH 5-205 b. 2. (6) , ABOVE , EACH CONTRACTOR VISIT REQUEST FURNISHED IN ADVANCE, ALSO SHALL CONTAIN CONTRACT NUMBER , PROJECT OR PROGRAM PERTAINING TO THE SUBJECT MATTER OF THE CLASSIFIED MEETING , LEVEL OF CLASSIFIED ACCESS AUTHORIZED UNDER CONTRACT, PURPOSE AND/OR JUSTIFICATION FOR ATTENDANCE AT CLASSIFIED CONFERENCE, AND GOVERNMENT CONTRACTING OFFICER ' S CERTIFICATION OF **THE** INDIVIDUAL ' S NEED TO ATTEND THE CONFERENCE .

(3) FOREIGN PERSONNEL :

**THE** OSD COMPONENT SPONSORING THE CONFERENCE SHALL REQUEST APPROVAL FROM DEFENSE INTELLIGENCE AGENCY (**DIA**) FOR THE DISCLOSURE OF CLASSIFIED INFORMATION AND THE COUNTRIES OF THE FOREIGN NATIONALS WHOSE PRESENCE IS ANTICIPATED. ONLY FOREIGN NATIONALS APPROVED BY DIA SHALL BE ALLOWED TO ATTEND SUCH CONFERENCES.

(d) THE NAMES OF ALL **CLEARED** AND/OR CERTIFIED PERSONNEL HAVING A NEED TO KNOW SHALL BE PLACED ON AN ACCESS ROSTER.

(e) PHOTOGRAPHIC IDENTIFICATION SHALL BE REQUIRED OF ALL ATTENDEES WHOSE IDENTITY IS NOT ESTABLISHED BY PERSONAL RECOGNITION.

(f) AUTHORIZATION TO RELEASE CLASSIFIED INFORMATION BY DOD PERSONNEL TO U.S. AUDIENCES MUST BE OBTAINED FROM THE ORIGINATOR, AND CONTRACTOR PERSONNEL MUST COMPLY WITH DOD 5220. 22-M, PARAGRAPH 9. E ., (REFERENCE (K)) .

(g) ALL ANNOUNCEMENTS AND INVITATIONS SHALL BE REVIEWED FOR ACCURACY **AND** FOR ENSURING THAT THEY ARE UNCLASSIFIED .

(h) LOGS OF ALL CLASSIFIED MATERIAL DISTRIBUTED DURING THE MEETING SHALL BE PREPARED AND AN ACCURATE INVENTORY MADE OF THEIR COLLECTION AT THE CONCLUSION OF THE MEETING. ANY DISCREPANCY IN THESE INVENTORIES SHALL BE REPORTED TO THE CONVENING OSD COMPONENT ' S SECURITY MANAGER FOR ACTION IMMEDIATELY UPON DISCOVERY .

(i) A RECEIPT, IF REQUIRED BY THE ORIGINATOR, SHALL BE OBTAINED FOR CLASSIFIED MATERIAL DISTRIBUTED AT MEETINGS THAT IS TO BE RETAINED BY PARTICIPANTS . RECEIPTS ALWAYS ARE REQUIRED FOR MATERIAL CLASSIFIED SECRET AND ABOVE . SECRETARY OF DEFENSE (SD) FORM 120, "RECEIPT FOR CLASSIFIED MATERIAL" SHALL BE USED FOR THIS PURPOSE. APPLICABLE **WRAPPING** FOR ANY SUCH MATERIAL SHALL BE PROVIDED.

(j) **THE** MEETING AREA SHALL BE INSPECTED BY REPRESENTATIVES OF **THE** CONVENING OFFICIAL AT THE CONCLUSION OF THE MEETING TO ENSURE THAT NO CLASSIFIED MATERIAL OR NOTES HAVE BEEN LEFT BY ATTENDEES.

(k) PARTICIPANTS MAKING THEIR OWN NOTES SHALL BE ADVISED OF CLASSIFICATION LEVEL OF THE DISCUSSION AND OF THE CLASSIFIED NATURE OF SUCH NOTES AND CAUTIONED TO STORE THE NOTES PROPERLY ON DEPARTURE. ALL CLASSIFIED MATERIAL SHALL BE PROPERLY WRAPPED AND PARTICIPANTS HAVE PROPER COURIER AUTHORITY . PARTICIPANTS SHALL BE PROHIBITED FROM INTRODUCING INTO THE SECURE FACILITY ANY ELECTRONIC OR OPTICAL DEVICE CAPABLE OF RECORDING ACTIVITIES OR MATERIALS, WITHIN THE FACILITY . - -

(1) THE LOSS OR COMPROMISE OF ANY CLASSIFIED INFORMATION AT THE MEETING SHALL BE REPORTED PROMPTLY TO **ODUSD** (P) .

5-206 Safeguarding of U. S. Classified Information Located in Foreign Countries

Except for classified information that has been authorized for release to a foreign government or international organization pursuant to DoD Directive 5230.11 (reference (tt) ) , and is under the security control of such government or organization, the retention of U.S. classified material in foreign countries may be authorized only when that material is necessary to satisfy specific U.S. Government requirements. This includes classified material temporarily transferred into a foreign country via U.S. Government **personnel** authorized to escort or handcarry such material pursuant to Chapter VIII, Section 3, as applicable. Whether permanently or temporarily retained, the classified materials shall be stored under U.S. Government control as follows:

a. At a U.S. military installation, or a location where the United States enjoys extraterritorial status, such as an embassy or consulate.

b. At a U.S. Government activity located in a building used exclusively **by** U.S. Government **tenants**, provided the building is under 24-hour **control by** U.S. Government personnel.

c. At a U.S. Government activity located in a building not used exclusively by U.S. Government tenants nor under host government control, provided the classified material is stored in security containers approved by the GSA and is placed under 24-hour control by U.S. Government personnel.

d. At a U.S. Government activity located in a building not used exclusively by U.S. Government tenants but which is under host' government control, provided the classified material is stored in GSA-approved security containers which are further secured in a locked room or area to which only U.S. personnel have access.

e. When host government and U.S. personnel are co-located, U.S. classified material that has not been authorized for release to the host government pursuant to DoD Directive 5230.11 (reference (tt)), shall, to the extent possible, be segregated from releasable classified material to facilitate physical control and prevent inadvertent compromise. However, U.S. classified material that is releasable to the host country need not be subject to the 24-hour U.S. control requirement provided the host government exercises its own control measures over the pertinent areas or containers during non-duty hours.

f. Foreign nationals shall be escorted while in areas where non-releasable U.S. classified material is handled or stored. However, when required by operational necessity, foreign nationals may be permitted, during duty hours, unescorted entry to such areas provided the nonreleasable information is properly stored or is under the direct personal supervision and control of cleared U.S. personnel who can prevent unauthorized access.



### Section 3

#### ACTIVITY ENTRY AND EXIT INSPECTION PROGRAM

##### 5-300 Policy

a. Commanders and heads of activities shall establish and maintain an inspection program to deter and detect unauthorized introduction or removal of classified material from DoD owned or leased installations and facilities. This program does not replace existing programs for facility and installation security and law enforcement inspection requirements.

b. The inspection program shall be implemented in a manner which does not interfere unduly with the performance of assigned missions.

c. The inspection program shall be implemented in a manner which does not significantly disrupt the ingress and egress of persons who are employees of, or visitors to, defense **installations and facilities**.

d. Inspections carried out under this program shall be limited to the extent feasible to areas where classified work is being performed, and cover only persons employed within, or visiting, such areas.

e. Inspections carried out under this program shall be performed at a sufficient frequency to provide a credible deterrent to those who would be inclined to remove classified materials without authority from the installation or facility in question.

f. The method and frequency of such inspections at a given installation or facility is at the discretion of the commander or head of the installation or facility, or other designated official. Such inspections shall conform to the procedures set forth below.

G. THE HEADS OF OSD COMPONENTS MAY IMPLEMENT AN INSPECTION PROGRAM FOR THEIR AREAS. OSD COMPONENTS HOUSED OUTSIDE THE PENTAGON SHALL INSTITUTE THIS PROGRAM. ALL INDIVIDUALS, REGARDLESS OF POSITION OR RANK, ARE SUBJECT TO THIS POLICY.

(1) A MEMORANDUM SIGNED BY THE HEAD OF **THE** OSD COMPONENT, AUTHORIZING THE PROGRAM, SHALL BE SENT TO **THE** DIRECTOR, PSD, FOR APPROVAL.

(2) A DETAILED OUTLINE OF THE INSPECTION PROCEDURES SHALL ACCOMPANY THE AUTHORIZING MEMORANDUM. IT SHALL INCLUDE, AS A MINIMUM, THE FOLLOWING:

(a) THE **EXIT AND/OR** ENTRY LOCATION.

(b) WHO IS TO BE SEARCHED.

(c) WHAT TO LOOK FOR (CLASSIFIED **DOCUMENTS AND/OR** ITEMS).

(d) WHAT IS TO BE SEARCHED (BRIEFCASES, HANDBAGS, PACKAGES, OR SIMILAR CONTAINERS).

(e) PROCEDURES TO BE FOLLOWED IN THE EVENT CLASSIFIED MATERIAL IS FOUND.

(f) WHEN AND HOW OFTEN INSPECTIONS SHALL BE CONDUCTED.

(3) PERSONNEL , WHO SHALL BE INVOLVED IN CONDUCTING **THE** SEARCHES, SHALL BE TRAINED IN THEIR RESPONSIBILITIES AS OUTLINED IN THE WRITTEN INSPECTION PROGRAM .

(4) AN AFTER ACTION REPORT SHALL BE SUBMITTED WITHIN 5 WORKING DAYS AFTER THE INSPECTION TO **THE** DIRECTOR, PSD . ALL VIOLATIONS AND UNUSUAL OCCURRENCES SHALL BE INCLUDED IN THE REPORT.

#### 5-301 Inspection Frequency

- a. Inspections may be periodic, that is, at irregular intervals.
- b. Inspections **may** be accomplished at one or more designated entry/exit points; **they** need not be carried out at all entry/exit points at the same time.
- c. Inspections may be done on a random basis using any standard which may be appropriate, for example, every third person; every tenth person; every hundredth person, at the entry/exit point(s) designated.
- d. Inspections at a particular entry/exit point(s) may be limited as appropriate to various periods of time, for example, one week, one day, or one hour.
- e. Inspections shall be conducted at all entry/exit points after normal duty hours, including weekends and holidays, on a continuous basis, if practicable.

#### 5-302 Inspection Procedures and Identification

- a. Inspections shall be limited to that which is necessary to determine whether classified material is contained in briefcases, shoulder or handbags, luggage, athletic bags, packages, or other similar containers being removed from or taken into the premises. Inspections shall not be done of wallets, change purses, clothing, cosmetics cases, or other objects of an unusually personal nature.
- b. DoD Components shall provide employees who have a legitimate need to remove classified material from the installation or activity with written or printed authorizations to pass through designated entry/exit points. (See paragraph 8-300 f.) This may include:
  - 1. The authorization statements prescribed in Chapter VIII, section 3.
  - 2. If authorized in Component instructions, wallet-size cards which describe in general terms the purpose(s) for authorizing the employee to remove classified material from the facility (for example, use at meetings or transmission to authorized recipients) .

c. Inspectors are to ensure that personnel are not removing classified material without authorization. **Where** inspectors determine that individuals do not appear to have appropriate authorization to remove classified material, they shall request such individual to obtain appropriate authorization before exiting the premises. If, due to the circumstances, this is not feasible, the inspector should attempt to verify by telephone the authority of the individual in question to remove the classified material with the employing office. When such verification **cannot** be obtained, and if removal **cannot** be prevented, the inspector shall advise the employing office and appropriate security office as soon as feasible that classified material was removed by the named individual at a particular time and without apparent authorization.

d. If the employing office determines that classified material was removed by one of its employees without authority, it shall request an investigation of the circumstances of the removal by appropriate investigative authorities. Where such investigation confirms a violation of security procedures, other than espionage or deliberate compromise, for which subsection 6-109 applies, appropriate administrative, disciplinary, or legal action **shall** be taken.

#### SECTION 4

##### PHYSICAL SECURITY OF OSD OFFICES

#### 5-400 POLICY

OFFICES AND OTHER SPACES (LESS ALARMED AREAS) SHALL BE SECURED PHYSICALLY AGAINST UNAUTHORIZED ENTRY THROUGH THE USE OF KEY-OPERATED, HIGH SECURITY DOOR CYLINDERS OR OTHER PSD AUTHORIZED ACCESS DEVICES. ALL LOCK WORK FOR OSD COMPONENTS, EXCEPT THAT FOR DESK AND FILE CABINET KEY LOCKS, SHALL BE ACCOMPLISHED BY OR UNDER THE SUPERVISION OF THE PSD, WASHINGTON HEADQUARTERS SERVICES (WHS), INCLUDING THE ISSUANCE **OF KEYS**.

#### 5-401 KEY CONTROL OFFICER

**a.** HEADS OF OSD COMPONENTS SHALL DESIGNATE, IN WRITING, A PRIMARY AND **ALTERNATE** KEY CONTROL OFFICER BY SUBMITTING A DEPARTMENT OF DEFENSE (DD) FORM 577, "SIGNATURE CARD," FOR EACH DESIGNEE TO THE PSD, WHS (SEE FIGURE 4, BELOW).

**b.** KEY CONTROL OFFICER SHALL:

1. PROCESS REQUESTS FOR DOOR KEYS AND SPECIAL LOCKS USING **DD** FORM 2251, "REQUEST FOR DOOR KEYS AND SPECIAL LOCKS."

2. REPORT ANY LOSS OR COMPROMISE OF KEYS IN WRITING TO THE PSD, WHS, AND REQUEST THAT THE KEY LOCK BE CHANGED. A LOCK SHALL BE CONSIDERED COMPROMISED IF THE KEY CONTROL OFFICER MAY NOT ACCOUNT FOR THE KEYS OR IF UNAUTHORIZED DUPLICATE KEYS HAVE BEEN MADE FOR A LOCK.

#### 5-402 HOLDERS OF OSD KEYS

EMPLOYEES SHALL :

**a.** RECEIPT FOR AND MAINTAIN CONTROL OF ALL ASSIGNED KEYS.



b. RETURN ASSIGNED KEYS TO THE PSD , WHS , ROOM 3C345 , BEFORE REASSIGNMENT OR TERMINATION OF EMPLOYMENT AS PART OF THE CLEARING PROCESS.

c. ~~PROVIDE~~ PROVIDE WRITTEN REPORT TO THE KEY CONTROL OFFICER ON **THE** CIRCUMSTANCES **SURROUNDING** LOST OR COMPROMISED KEYS.

d. OBTAIN A **KEY** FROM THE KEY CONTROL OFFICER OR ANOTHER EMPLOYEE BEFORE REPORTING FOR DUTY WHEN REQUIRED TO WORK OTHER THAN NORMAL DUTY HOURS AND WHEN NOT IN POSSESSION OF A KEY.

e. REPORT IMMEDIATELY TO THE PSD , WHS , ALL MALFUNCTIONING COMBINATION LOCKS , KEY LOCKS , OR ACCESS CONTROL DEVICES;

5-403 INSTALLATION OF DOOR LOCKS AND ACCESS CONTROL DEVICES AND  
ISSUANCE OF DUPLICATE KEYS

a. REQUESTS FOR INSTALLATION OF DOOR LOCKS AND ACCESS CONTROL DEVICES AND **FOR** DUPLICATE **KEYS** SHALL BE **SUBMITTED** ON **DD** FORM 2251 (SEE FIGURE 5, BELOW) .

1. THE REQUESTOR SHALL COMPLETE LINES 1 THROUGH 6 OF THAT FORM.

2. IF MORE THAN ONE KEY IS REQUESTED, THE NAMES OF THE EMPLOYEES FOR WHOM ADDITIONAL KEYS ARE REQUIRED SHALL BE LISTED IN LINE 6.

3. LINE 5E 5A SHALL BE COMPLETED BY ENTERING **THE** ACRONYM OF THE OSD **COMPONENT CONCERNED** , SUCH AS USDP ; **USDR&E** ; ASD (C); ASD (A&L); DUSD (P); **GC**; WHS (**B&F**), AND WHS (C&D).

4. LINES 5B, 5C , AND 5D SHALL BE DISREGARDED.

5. LINES 7A AND 7B SHALL BE COMPLETED BY THE KEY CONTROL OFFICER.

b. A MAXIMUM OF ONE KEY PER OFFICE OCCUPANT OR SIX KEYS, WHICHEVER IS LESS , SHALL BE ISSUED FOR ANY ONE DOOR LOCK. EXCEPTIONS TO THIS POLICY SHALL BE JUSTIFIED IN WRITING, THROUGH THE COMPONENT KEY CONTROL OFFICER. FINAL APPROVAL REMAINS WITH THE DIRECTOR , PSD , WHS . ASSIGNMENT OF ADDITIONAL EMPLOYEES TO AN OFFICE DOES NOT CONSTITUTE A VALID JUSTIFICATION FOR ADDITIONAL KEYS.

c. THE KEY CONTROL OFFICER SHALL FORWARD THE COMPLETED REQUEST TO PSD FOR **APPROVAL** . DISAPPROVED REQUESTS SHALL BE RETURNED WITH APPLICABLE ANNOTATION.

5-404 EMERGENCIES

EMERGENCY REQUESTS FOR COMBINATION CHANGES OR REPAIR OF ACCESS CONTROL DEVICES , SECURITY CONTAINERS, AND LOCKS AFTER NORMAL DUTY HOURS AND ON SATURDAYS, SUNDAYS , AND HOLIDAYS SHALL BE TELEPHONED TO (202) 695-5052. THIS PROCEDURE APPLIES TO OBTAINING EMERGENCY ACCESS TO AREAS EQUIPPED WITH **KEY** LOCKS. A SITUATION IN WHICH AN EMPLOYEE SCHEDULED TO WORK DURING OTHER THAN NORMAL DUTY HOURS FORGETS HIS OR HER KEY IS NOT CONSIDERED AN EMERGENCY.

NAME (Type or print) Ms. Janet Smith	GRADE GS-12	DATE 9/23/86
OFFICIAL ADDRESS DUSDP, Room 4D480, Ext. 69,577		
SIGNATURE <i>Janet Smith</i>		
TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED Key Control Officer (DD Form 2751)		
I CERTIFY THAT THE ABOVE IS THE SIGNATURE OF THE AUTHORIZED INDIVIDUAL.		
NAME AND GRADE OF COMMANDING OFFICER (Type or print) OR HIS DESIGNEE Mr. L. R. Incharge, GM-15		
SIGNATURE OF COMMANDING OFFICER OR HIS DESIGNEE <i>L. R. Incharge</i>		

DD FORM 577 "E" WILL BE USED ON TIL EXHAUSTED. SEP EDITION WHICH  
APR 68

SIGNATURE CARD

FIGURE 4, DD Form 577



## SECTION 5

### INTRUSION DETECTION (ALARM) SYSTEMS

#### 5-500 POLICY

THE INSTALLATION OF ALARM EQUIPMENT FOR DETECTING AN UNAUTHORIZED OR FORCED ENTRY SHALL BE KEPT TO A MINIMUM CONSISTENT WITH THE OPERATIONAL REQUIREMENTS OF THE OSD COMPONENT CONCERNED. **ALARM** EQUIPMENT SHALL BE USED TO PROTECT AREAS OR OFFICES UNDER ONE OF **THE** FOLLOWING CONDITIONS:

a. WHEN THE BULK OR VOLUME OF CLASSIFIED MATERIAL MAKE IT IMPRACTICAL TO **STORE** CLASSIFIED MATERIAL IN SECURITY CONTAINERS. THIS IS FOR CENTRAL REPOSITORIES ONLY AND REFERS TO OPEN OR SHELF STORAGE.

b. WHEN DIA MANUAL 50-3 (REFERENCE **QQQ**) REQUIRES PROTECTION BY AN **ALARM** SYSTEM .

#### 5-501 ESTABLISHMENT

a. A REQUEST TO ESTABLISH AN ALARMED AREA FOR THE OPEN STORAGE OF TOP **SECRET** ; SECRET , OR CONFIDENTIAL MATERIAL SHALL BE SIGNED **BY** THE OSD COMPONENT HEAD. THE FOLLOWING INFORMATION SHALL BE INCLUDED IN THE REQUEST:

1. FULL JUSTIFICATION FOR THE ALARMED AREA FOR STORAGE TO INCLUDE ESTIMATED VOLUME AND TYPE OF MATERIAL.

2. CLASSIFICATION LEVEL OF MATERIAL TO BE STORED IN THE AREA.

3. A **DETAILED** SKETCH OR FLOOR PLAN OF AREA, INCLUDING LOCATION, SIZE, CONFIGURATION OF WALLS, AND INTERNAL PHYSICAL ARRANGEMENTS OF THE OFFICES.

4. THE NAME , ROOM, AND TELEPHONE **NUMBER** OF THE PROJECT OFFICER ASSIGNED TO ESTABLISH THE ALARMED **AREA**.

b. THE OSD COMPONENT SECURITY MANAGER SHALL FORWARD THE REQUEST THROUGH THE OSD RECORDS ADMINISTRATOR, RECORDS MANAGEMENT DIVISION , CORRESPONDENCE AND DIRECTIVES (**C&D**) , WHS , FOR PERMISSION TO USE SHELF FILES IN ACCORDANCE WITH PARAGRAPH 3 .C. (4) , AI NO. 15 (REFERENCE **RRR**) TO THE PSD. SENSITIVE **COMPARTMENTED** INFORMATION FACILITIES (**SCIF**) DO NOT **REQUIRE** THIS PERMISSION.

c.. THE DIRECTOR , PSD , SHALL COORDINATE AND APPROVE ALL MATTERS IN **ESTABLISHING** AN ALARMED AREA AND SHALL:

1. REVIEW ALL REQUESTS AND CONDUCT NECESSARY SURVEYS .

2. PROVIDE THE PROJECT OFFICER THE CONSTRUCTION AND REQUISITION REQUIREMENTS .

3. DESIGNATE PSD EMPLOYEE AS THE CONTRACTING OFFICER ' S TECHNICAL REPRESENTATIVE (**COTR**) WHO SHALL OBTAIN APPLICABLE EQUIPMENT .

4. COORDINATE WITH **THE** DEPARTMENT OF THE AIR FORCE SECURITY OFFICE OR **THE** CIVILIAN MONITORING AGENCY, AS APPLICABLE, ON ALL MATTERS FOR ALARM EQUIPMENT MONITORING .

5. MONITOR **THE** INSTALLATION OF ALARM DEVICES, ENSURE THAT ALL EQUIPMENT CONSIGNED HAS BEEN INSTALLED AND IS OPERABLE, AND THAT PERIODIC INSPECTIONS ARE CONDUCTED TO TEST THE EQUIPMENT AND THE SYSTEMS.

6. MAINTAIN A RECORD OF ALL ALARMED AREAS TO MONITOR THE ACCOUNTING OF FUNDS FOR PLANNING AND STATISTICAL PURPOSES .

d. THE PROJECT OFFICER SHALL :

1. COORDINATE THE CONSTRUCTION AND REQUISITION REQUIREMENTS .

2. PROVIDE NECESSARY SECURITY OR PRECAUTIONARY MEASURES TO PREVENT COMPROMISE OF CLASSIFIED INFORMATION DURING ANY PHASE OF THE **INSTALLATION** AND MAINTENANCE WORK IN **THEIR** AREAS. --

3. **NOTIFY** PSD BY TELEPHONE (695-5052) UPON COMPLETION.

#### 5-502 ADMINISTRATION

a. THE OCCUPANTS SHALL :

1. FOLLOW PROCEDURES FOR OPENING AND CLOSING AN ALARMED AREA AND SECURE THE AREA WHENEVER AN ALARMED AREA IS TO BE LEFT UNATTENDED AT OTHER THAN ESTABLISHED SECURITY HOURS .

2. TEST THE ALARM SYSTEM PERIODICALLY AND REPORT PROMPTLY ALL MALFUNCTIONS TO PSD .

3. COORDINATE WITH PSD BEFORE BEGINNING CONSTRUCTION WORK THAT AFFECTS THE OPERATION OF ALARM EQUIPMENT INSTALLED **IN** THE AREA.

b. EACH COMPONENT SECURITY MANAGER AND ALTERNATE SHALL SIGN A **DD** FORM 577, "SIGNATURE CARD . " SEE FIGURE 6 BELOW. PSD SHALL SIGN IN THE THE BLOCK MARKED "SIGNATURE OF COMMANDING OFFICER. " THIS APPOINTMENT DOES NOT INCLUDE THE AUTHORITY TO PLACE A ZONE IN SERVICE OR REMOVE IT FROM SERVICE. 0NZ% THOSE INDIVIDUALS WITH A CURRENT **DD** FORM 577 MAY SIGN AFHQ 91, **ALARMED** AREA ACCESS LIST (**AAAL**) .

c. A COMPLETED AFHQ FORM 91, "ALARMED AREA ACCESS LIST , " (**AAAL**) SHALL BE **FURNISHED** TO **HQ** USAF SECURITY FORCE.

1. ONLY THE NAMES OF THOSE PERSONS ASSIGNED TO THE ZONE WHO FREQUENTLY HAVE A NEED TO MAKE TEMPORARY CHANGES TO THE DUTY HOURS AND WHO ARE ABLE TO RESPOND TO THE ZONE DURING NONDUTY HOURS IF THERE IS AN EMERGENCY SHALL BE LISTED ON THE **AAAL** . A TOTAL OF 18 PERSONS PER ZONE SHALL BE ASSIGNED. ONLY THE ORIGINAL AFHQ FORM 91 SHALL BE ACCEPTED FOR PROCESSING ; A MACHINE COPY SHALL NOT BE ACCEPTED.

2. A NEW AAAL IS REQUIRED FOR ADDING OR DELETING A PERSON ' S NAME FROM THE AAAL , CHANGING THE DUTY HOURS, OR CHANGING THE CODEWORD. TELEPHONE CHANGES SHALL NOT BE ACCEPTED. SEE SUBSECTION 5-508 FOR INSTRUCTIONS -ON COMPLETING THE AAAL .

3. TO ADD A PERSON ' S NAME TO THE AAAL , ALL THE REQUIRED INFORMATION EXCEPT THE PASSCARD NUMBER MUST BE ADDED TO THE NEW AAAL . **IF THE** PERSON WHOSE NAME WAS ADDED ALREADY HAS A VALID PASSCARD FROM ANOTHER AREA, **THE** NUMBER IS PLACED IN THE SPACE PROVIDED AND THE **NAME** IS ASTERISKED.

4. TO DELETE A PERSON ' S NAME FROM THE AAAL , THE INDIVIDUAL ' S PASS CARD **AND** THE NEW AAAL SHALL BE HAND-CARRIED TO DET 1, 11 OOSPS , ROOM 4D882 , THE PENTAGON . THE CODEWORD IS CHANGED ON THE AAAL WHEN A PERSON ' S NAME IS REMOVED FROM **THE** LIST OR AUTOMATICALLY ONCE A YEAR, WHICHEVER COMES FIRST.

5. AFHQ FORM 91 MAY BE OBTAINED FROM USAF COUNTER SERVICES, ROOM **4A1008C**.

d. DET 1, 1100SPS SHALL ISSUE EACH PERSON WHO IS AUTHORIZED TO MAKE TEMPORARY CHANGES TO THE ZONE DUTY HOURS AN AFHQ FORM 93, "PASSCARD. " IT IS A WALLET SIZE , LAMINATED CARD BEARING A FIVE-DIGIT CONTROL NUMBER. THE CARD IDENTIFIES **THE** BEARER TO SECURITY **PERSCNNEL** WHEN THE ZONE IS OPENED OR CLOSED AFTER THE ESTABLISHED HOURS AND WHEN OCCUPANTS WISH TEMPORARILY TO EXTEND THEIR HOURS OF OPERATION. THE FOLLOWING RULES APPLY TO EACH HOLDER OF A PASS CARD :

1. THE PASS CARD IS A SENSITIVE, OFFICIAL **DOCUMENT** AND MAY NOT BE EXPOSED TO PUBLIC VIEW OR ATTACHED TO THE DOD BUILDING PASS OR BADGES.

2. THE PASS CARD AND NUMBER SHALL BE USED ONLY BY THE PERSON TO WHOM IT IS ISSUED.

3. THE LOSS OR THEFT OF PASS CARDS MUST BE REPORTED IMMEDIATELY TO AIR FORCE SECURITY 697-8291.

#### 5-503 OPENING AND CLOSING ALARMED AREAS

##### a. OPENING PROCEDURES

1. EACH ALARMED AREA SHALL BE PERMITTED ONE UNCHALLENGED OPENING AND CLOSING DURING LISTED DUTY HOURS , AS INDICATED ON THE AAAL . AFTER THE DOOR IS **UNLOCKED** AND THE AREA ENTERED, THE CONTROL SWITCH IMMEDIATELY SHALL BE TURNED FROM THE "ON" TO THE "OFF" POSITION.

2. IF THE AREA IS TO BE ENTERED BEFORE THE ESTABLISHED HOURS OR AFTER THE ONE UNCHALLENGED OPENING , AIR FORCE SECURITY SHALL BE CONTACTED BY TELEPHONE (697-829 1) FOR IDENTIFICATION. **THE** INDIVIDUAL MUST PROVIDE THE FOLLOWING :

(a) YOUR PASS CARD NUMBER AND THE NUMBER OF THE ZONE YOU WANT TO ENTER.

(b) THE PERIOD OF TIME YOU SHALL REMAIN IN THE ZONE. IF YOU OPEN EARLY FOR A NORMAL DUTY DAY AND REMAIN **IN** THE ZONE UNTIL NORMAL DUTY HOURS BEGIN , THIS INFORMATION IS NOT NEEDED. **IN** ALL OTHER CASES, AN ESTIMATED DEPARTURE TIME IS REQUIRED.

(c) AFTER ESTABLISHING YOUR SCHEDULE , THE OPERATOR ASKS YOU **THE** CODEWORD FOR THE **ZONE** .

3. AFTER THE OPERATOR ACKNOWLEDGES THE CODEWORD AND CLEARS YOU TO PROCEED , YOU MAY ENTER THE ZONE. IF YOU DON ' T KNOW, OR YOU FORGET THE CODEWORD OR PASS THE WRONG CODEWORD, YOUR ENTRY TO THE ZONE SHALL BE DENIED. YOU MUST THEN REPORT TO DET 1, **1100SPS** , ROOM 4D882 , FOR IDENTIFICATION. YOU SHALL BE PERMITTED TO ENTER THE ZONE ONLY AFTER YOU PROVIDE POSITIVE IDENTIFICATION.

4. DURING NONDUTY HOURS, ANY ENTRY TO A SECURED ZONE WITHOUT PRIOR CLEARANCE IS A PROCEDURAL VIOLATION.

b . . CLOSING PROCEDURES

1. **THE** AREA SHALL BE SECURED BY CLOSING ALL OPENINGS TO THE ZONE AND ENSURING THAT ALL INTERCONNECTING DOORS ARE CLOSED AND EMERGENCY EXITS ARE LOCKED . IF THE ALARM SYSTEM IS EQUIPPED WITH SMALL RED LIGHTS, PUSH THE SWITCH TO "RESET" POSITION UNTIL THE **RED** LIGHTS ARE EXTINGUISHED AND THEN TO "LATCH" POSITION.

2. OPEN THE ENTRANCE DOOR AND TURN THE CONTROL SWITCH FROM THE "OFF" TO THE "ON" POSITION. EXIT THE AREA AND SECURE **THE** COMBINATION LOCK BY TURNING THE DIAL TO "O", DISENGAGING THE BUTTERFLY, IF APPLICABLE, AND TURNING THE DIAL AT LEAST FOUR COMPLETE REVOLUTIONS IN ONE DIRECTION. ON NEWER COMBINATION LOCKS NOT EQUIPPED WITH A BUTTERFLY, THE **DIAL SHALL** BE ROTATED AT LEAST FIVE TURNS IN A COUNTERCLOCKWISE DIRECTION .

3. IF THE DOOR IS EQUIPPED WITH AN ELECTRONIC CYPHER OR MECHANICAL (PUSH **BUTTON**) SIMPLEX ACCESS CONTROL DEVICE, OPERATE THE **CYPHER** SYSTEM TO VERIFY THAT THE LOCK IS SECURE AND THE DOOR DOES NOT OPEN.

4. ON SUCCESSFUL CLOSING, A BUZZER SHALL SOUND FOR APPROXIMATELY 1 SECOND . AN OCCASIONAL DELAY OF UP TO 2 1/2 MINUTES FOR THE BUZZER TO SOUND DUE TO POWER RECHARGING IS NOT UNUSUAL. THE **ALARMED** AREA SHALL NOT BE ABANDONED UNDER ANY CIRCUMSTANCES , UNTIL EITHER THE BUZZER HAS SOUNDED OR, IN AREAS SO EQUIPPED, THE RINGBACK LIGHT ILLUMINATES. WHENEVER THERE IS NO AUDIO OR VISUAL VERIFICATION SIGNAL, AIR FORCE SECURITY MUST BE CONTACTED FOR INSTRUCTIONS .

5. IF IT IS NECESSARY FOR ALL PERSONS TO EVACUATE AN ALARMED FACILITY FOR ANY REASON , REGARDLESS OF HOW BRIEFLY, THE ALARM SYSTEM AND THE COMBINATION LOCK SHALL BE ACTIVATED BY THE LAST INDIVIDUAL DEPARTING THE AREA. IF RE-ENTRY TO THE AREA IS REQUIRED, THE PROCEDURES FOR EARLY OPENING MUST BE FOLLOWED.

5-504 EXTENDING THE HOURS OF A ZONE

IF A ZONE MUST REMAIN OPEN BEYOND THE SCHEDULED DUTY HOURS, A PERSON WHOSE NAME IS ON THE AAAL MUST CALL **AND** TELL DET 1, 11 00SPS , EXTENSION 78291, THAT THE ZONE WILL BE CLOSED LATE. THE CALL SHALL BE MADE AS SOON AS YOU KNOW SOMEONE MUST STAY LATE **AND** NOT UNTIL THE END OF **THE** DAY.

- a. YOUR ZONE NUMBER , THE NEW CLOSING TIME DESIRED (IN INTERVALS OF 15 MINUTES) , PASSCARD NUMBER, AND THE CODEWORD SHALL BE **GIVEN** TO THE COMPUTER OPERATOR . THE NEW SCHEDULE IS PLACED INTO THE COMPUTER .
- b. IF THE ZONE SHALL NOT BE CLOSED BY **THE** EXTENDED TIME, DET 1, 1100SPS , SHALL BE CALLED AGAIN, FOLLOWING **THE** SAME PROCEDURE.
- c. FAILURE TO CLOSE A ZONE BY **THE** SCHEDULED TIME IS A PROCEDURAL VIOLATION.

#### 5-505 RESPONSE TO AN ALARM

- a. WHEN AN ALARM IS SET OFF DURING "SECURITY HOURS, " THE HQ USAF SECURITY FORCE PERSONNEL RESPOND TO INVESTIGATE THE CAUSE OF **THE** ALARM.
- b. IF DAMAGE TO THE ALARMED AREA IS DISCOVERED OR **IF** THE ALARM DOES NOT RESET , **THE** COMPUTER OPERATOR SHALL CALL EACH PERSON (IN ORDER LISTED ON **THE** **AAAL**) UNTIL SOMEONE IS CONTACTED.
- c. **THE PERSON** CONTACTED **EITHER MUST** COME **TO THE ALARMED AREA IMMEDIATELY,** OR **CONTACT** ANOTHER PERSON (WHO IS ON THE AAAL) TO RESPOND SO EMERGENCY REPAIRS MAY BE MADE AND ALARM PROTECTION RESTORED. DET 1, 1100SPS , PERSONNEL GUARD THE ZONE UNTIL **THE** RESPONDING PERSON ARRIVES .

#### 5-506 TESTING THE ALARM SYSTEM

OCCUPANTS SHALL CONDUCT A MONTHLY FUNCTIONAL PERFORMANCE TEST OF ALL ALARM COMPONENTS AND RECORD THE RESULTS ON THE **ALARM** TEST LOG MOUNTED ON THE CONTROL UNIT . FAILURE TO PERFORM THE **MONTHLY** TEST SHALL BE RECORDED AS A PROCEDURAL VIOLATION. A PERSON SHALL MONITOR THE **METER** ON THE CONTROL UNIT, WHICH IS LOCATED NEAR THE ENTRANCE DOOR, FOR AN INDICATION OF AN ALARM. IT IS NOT NECESSARY TO ACTIVATE **THE** SYSTEM TO ACCOMPLISH THIS TEST. IT IS RECOMMENDED THAT THE TESTS BE CONDUCTED IN THE MORNING SO MALFUNCTIONS DISCOVERED DURING **THE** TEST MAY BE CORRECTED BEFORE CLOSE OF BUSINESS. THE FOLLOWING PROCEDURES SHALL BE FOLLOWED :

- a. EACH MOTION DETECTION SENSOR SHALL BE TESTED BY WALKING THROUGH THE AREA AT THE RATE OF ONE STEP PER SECOND FOR 4 SECONDS. A MOTION DETECTION SYSTEM ABOVE A FALSE CEILING SHALL BE TESTED BY MAKING ANY KIND OF MOVEMENT, ABOVE THE FALSE CEILING .
- b. DOORS SHALL BE TESTED BY OPENING THE DOOR APPROXIMATELY 4 INCHES.
- c. THE ALARM TEST LOG , AF FORM 2530, SHALL BE INITIALED, DATED, **AND** **ANNOTATED** WHETHER THE SYSTEM IS OPERATIONAL. SEE FIGURE 7 BELOW. MALFUNCTIONS SHALL BE REPORTED AS MAINTENANCE REQUESTS. THE COMPLETED FORMS SHALL BE FORWARDED TO PSD WITHIN 30 DAYS AT **THE** END OF THE CALENDAR YEAR .

#### 5-507 ALARM SYSTEM INQUIRES AND MAINTENANCE REQUESTS

FROM 0730 TO 1630 HOURS, MONDAY THROUGH FRIDAY EXCEPT HOLIDAYS , DET 1, 1100SPSSPOR , EXTENSION 78291, **SHALL** BE CONTACTED FOR ALARM SYSTEM INQUIRES AND MAINTENANCE **REQUESTS** . THE ALARM COMPUTER OPERATOR MAY BE CALLED AT EXTENSION 78291 AT 'ANY TIME. THE COMPUTER OPERATOR COMPLETES A SERVICE RECORD TO REPORT ANY ALARM MALFUNCTION FOR REPAIR .



## 5-508 STOPPING INTRUSION DETECTION SYSTEM SERVICE

THE **OSD** COMPONENT SECURITY MANAGER SHALL SUBMIT A WRITTEN REQUEST TO PSD TO DISCONTINUE A ZONE.

## 5-509 INSTRUCTIONS FOR COMPLETING AFHQ FORM 91

AFHQ FORM 91 IS FOR OFFICIAL USE ONLY WHEN FILLED **IN**. SEE FIGURE 8 BELOW. THE INDIVIDUAL ' S SOCIAL SECURITY NUMBER AND HOME PHONE NUMBER ARE PROTECTED ACCORDING TO THE PRIVACY ACT. THESE INSTRUCTIONS PROVIDE GUIDANCE FOR COMPLETING THE FORM :

- a. DATE PREPARED . TYPE THE DATE THE FORM IS PREPARED.
- b. PAGE OF PAGES. COMPLETE THIS ITEM ON ALL PAGES.
- c. PASS CARD NUMBER. TYPE THE PASS CARD NUMBER ASSIGNED TO EACH AUTHORIZED Individual , IF AN **INDIVIDUAL** IS BEING ADDED, LEAVE PASS CARD COLUMN **BLANK** .
- d. LAST NAME-FIRST NAME-MIDDLE INITIAL . TYPE THE LAST NAME, FIRST NAME, AND MIDDLE INITIAL OF THOSE INDIVIDUALS AUTHORIZED TO **MAKE** TEMPORARY CHANGES TO THE ZONE HOURS AND WHO MAY RESPOND TO **THE** ZONE IN CASE OF AN EMERGENCY. LIST **THE** NAMES IN THE ORDER THAT DET 1, 1100SPS , IS TO CONTACT THE INDIVIDUALS.
- e. GRADE . TYPE THE MILITARY RANK OR CIVILIAN GRADE FOR EACH INDIVIDUAL.
- f. SOCIAL SECURITY NUMBER . TYPE THE SOCIAL SECURITY NUMBER FOR EACH INDIVIDUAL .
- g. DUTY PHONE . TYPE THE OFFICE TELEPHONE NUMBER FOR EACH INDIVIDUAL .
- h. HOME PHONE . TYPE THE HOME TELEPHONE NUMBER FOR EACH INDIVIDUAL TO INCLUDE THE AREA CODE IF THE NUMBER IS A LONG DISTANCE CALL FROM THE PENTAGON.
- i. MAILING ADDRESS . TYPE THE OSD COMPONENT.
- j. **AUTHENTICATING** OFFICIAL . ENSURE THE **OSD COMPONENT SECURITY** MANAGER OR **ALTERNATE** SIGN EACH PAGE OF THE FORM. THE SIGNATURES SHALL BE COMPARED WITH THOSE ON **DD** FORM 577.
- k. ZONE NUMBER. TYPE THE ASSIGNED ZONE NUMBER USING ALL DASHES IN THE ZONE NUMBER .
- l. ROOM NUMBER . TYPE THE ROOM NUMBER THAT IS ON THE DOOR OF THE MAIN ENTRY TO THE ZONE. IF THIS ZONE IS AN INNER ROOM WITH A SUITE, LIST THE NUMBER THAT IS ON THE ENTRY DOOR TO **THE** SUITE. **IF** YOU CHANGE ENTRY DOOR NUMBERS , CHANGE THE AAAL .
- m. PHONE NUMBER . TYPE THE TELEPHONE NUMBER OF THE SECURITY MANAGER.
- n. CODEWORD . TYPE ONE CODEWORD THAT IS NOT MORE THAN TWELVE LETTERS IN **LENGTH** : CHANGE THIS WORD EITHER **WHEN** A PERSON ' S NAME IS DELETED FROM THE LIST OR ANNUALLY, WHICHEVER COMES FIRST. COMPLETE THIS ITEM ON EACH PAGE OF THE AAAL .

o. DUTY HOURS . INDICATE THE PERIOD WHEN THE ZONE SHALL BE OPENED AND **SECURED** ON NORMAL DUTY DAYS (MONDAY THROUGH FRIDAY). MAXIMALLY TO ACTUAL HOURS WHEN DUTY IS PERFORMED IN THE ZONE TO ELIMINATE IRREGULAR OPENINGS AND CLOSINGS AND TO PREVENT PROCEDURAL VIOLATIONS. IF THE ZONE IS NOT OPENED ON SATURDAYS, SUNDAYS , OR HOLIDAYS, LEAVE THESE LINES BLANK.

#### 5-510 PROCEDURAL VIOLATIONS

DET 1, 1100SPS SHALL INFORM THE PSD OF ANY PROCEDURAL VIOLATIONS. WHEN A ZONE OBTAINS FIVE VIOLATIONS DURING THE CALENDAR YEAR, THE DIRECTOR, PSD , SHALL INITIATE AN INVESTIGATION. THE OSD COMPONENT SECURITY MANAGER SHALL:

a. CONDUCT AN INQUIRY INTO THE CIRCUMSTANCES OF EACH OF THE FIVE VIOLATIONS .

b. SUBMIT A WRITTEN REPORT OF THE INQUIRY TO PSD WITHIN 20 DAYS OF THE DATE OF **NOTIFICAITON** .

c. IMPOSE CORRECTIVE ACTIONS TO PREVENT ADDITIONAL VIOLATIONS.

NAME (Type or print)	GRADE	DATE
Mr. Roger R. Smith	GS-9	9/23/86
OFFICIAL ADDRESS		
OSD/USDRE, Room 3E1031		
SIGNATURE		
<i>Roger R. Smith</i>		
TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED		
Alarmed Area Access List (AFHQ Form 91)		
I CERTIFY THAT THE ABOVE IS THE SIGNATURE OF THE AUTHORIZED INDIVIDUAL		
NAME AND GRADE OF COMMANDING OFFICER (Type or print) OR HIS DESIGNEE		
L. D. Anchors, CAPT		
SIGNATURE OF COMMANDING OFFICER OR HIS DESIGNEE		
<i>L. D. Anchors, CAPT</i>		

DD FORM 577 REPLACES 1 SEP 81 EDITION WHICH  
1 APR 85 WILL BE USED UNTIL EXHAUSTED.

SIGNATURE CARO

FIGURE 6, DD Form 577

[illegible]

FOR OFFICIAL USE ONLY (When filled in)

ALARMED AREA ACCESS LIST		DATE ● RCPA*Sb September 23, 1986		PAGE 1 OF 1 PAGES	
PASS CARD NO.	LAST NAME-FIRST NAME-MI	GRADE	SSN	DUTY PHONE	HOME PHONE
1) 70825	PERRY, Gerald (NMI)	SSGT	398-21-0042	x53442	301-292-57231
	THOMPSON, Harold E.	GM- 15	241-40-5585	X53441	703-756-4434
3)					
4)					
MAILING ADDRESS(Use complete office symbol)		AUTHENTICATING OFFICIAL		DUTY HOURS	FROM TO
OASD/LA				MON-FRI	0600 2200
				SATURDAY	0800 1500
ZONE NO.	ROOM NO.	PHONE NO.	CODEWORD	SUNDAY	
7-25	3D200	X53441	Passive	HOLIDAYS	

FIGURE 8, AFHQ FORM 91

## SECTION 6

### SECURITY OF CLASSIFIED VIDEO TAPE

#### **5-600** POLICY

CLASSIFIED VIDEO TAPE SHALL BE AFFORDED THE SAME MEASURES OF PROTECTION FROM UNAUTHORIZED DISCLOSURE AS REQUIRED FOR OTHER MEDIA CONTAINING CLASSIFIED INFORMATION OF THE SAME LEVEL.

#### **5-601** PRODUCTION

CLASSIFIED VIDEO TAPES SHALL BE PRODUCED ONLY IN AREAS THAT HAVE BEEN APPROVED FOR THE HANDLING AND DISCUSSION OF AT LEAST THE LEVEL OF CLASSIFIED INFORMATION INVOLVED IN THE PRODUCTION. AS AN EXCEPTION TO THIS, TOTALLY **UNCLASSIFIED** SEGMENTS OF A CLASSIFIED VIDEO TAPE MAY BE FILMED OUTSIDE OF A SECURE AREA . EDITING AND COMBINING SUCH SEGMENTS WITH CLASSIFIED **SEGMENTS** OF THE PRODUCTION SHALL BE DONE IN A SECURE AREA.

. ALL PERSONNEL ASSOCIATED WITH PRODUCING CLASSIFIED SEGMENTS OF A CLASSIFIED VIDEO TAPE INCLUDING CAST , CREW, TECHNICAL ADVISORS, OBSERVERS, AND ALL OTHERS MUST BE CLEARED FOR ACCESS TO CLASSIFIED INFORMATION OF AT LEAST THE LEVEL INVOLVED .

b. OUTTAKES , FILM CUTTINGS, AND OTHER SIMILAR TEMPORARY MATERIALS ASSOCIATED WITH THE PRODUCTION OF A CLASSIFIED VIDEO TAPE SHALL BE PROTECTED UNTIL DESTROYED AS CLASSIFIED WASTE.

c. ~~SHOOTING~~ SCRIPTS AND OTHER PRODUCTION PAPERS CONTAINING CLASSIFIED **INFORMATION** SHALL BE MARKED , SAFEGUARDED, AND DESTROYED IN ACCORDANCE WITH **THIS** INSTRUCTION .

#### **5-602** USE

CLASSIFIED VIDEO TAPES SHALL BE PLAYED IN AREAS AND UNDER CONDITIONS THAT PROVIDE A LEVEL OF SECURITY AT LEAST EQUAL TO THE CLASSIFICATION OF **THE** VIDEO TAPE .

. THE INDIVIDUAL (S) PRESENTING AND/OR OPERATING THE VIDEO EQUIPMENT ARE RESPONSIBLE FOR ENSURING THAT ALL PERSONNEL WITHIN VIEWING OR HEARING RANGE OF THE PROGRAM IN PROGRESS HAVE THE PROPER SECURITY CLEARANCE AND NEED TO KNOW. IF ADDITIONAL INDIVIDUALS COME WITHIN HEARING OR VIEWING RANGE, THE PROGRAM SHALL BE TURNED OFF UNTIL THE CLEARANCE AND NEED TO KNOW OF THE ADDITIONAL INDIVIDUALS HAVE BEEN ESTABLISHED OR UNTIL THEY HAVE LEFT **THE** AREA.

b. TELEPHONES SHALL NOT BE USED DURING **THE** PLAYBACK OF A CLASSIFIED VIDEO TAPE . IF **THE** TELEPHONE IS USED, THE PLAYBACK SHALL BE STOPPED (I.E. DO NOT JUST TURN THE VOLUME DOWN) .

#### **5-603** SECURITY OF EQUIPMENT

VIDEO RECORDING OR PLAYBACK EQUIPMENT, INCLUDING PURCHASED, LOANED, OR OTHERWISE ACQUIRED EQUIPMENT SHALL NOT BE USED FOR RECORDING OR PLAYING BACK CLASSIFIED VIDEO TAPE UNLESS PSD HAS CLEARED THAT PARTICULAR EQUIPMENT AS MEETING **NACSIM** 5100A CRITERIA.

#### **5-604 MARKINGS**

a. CLASSIFIED VIDEO TAPES SHALL BE MARKED AS PRESCRIBED BY PARAGRAPH , 4-302 C . ABOVE , TO INCLUDE ANY NECESSARY CAVEATS OR DISSEMINATION CONTROL MARKINGS .

b. VIDEO TAPE REELS , VIDEOCASSETTES, AND VIDEOCASSETTE BOXES SHALL BE MARKED TO SHOW THE TITLE, CLASSIFICATION, CAVEATS, AND CONTROL MARKINGS APPLICABLE TO THE VIDEO TAPE THEY CONTAIN. FOR TOP SECRET INFORMATION "COPY OF \_\_\_\_ COPIES" SHALL BE SHOWN. THE VIDEOTAPE REEL OR VIDEOCASSETTE SHALL BEAR THE DOWNGRADING (IF APPLICABLE) MARKINGS .

#### **5-605 ERASURE AND RECORDING OVER**

a. ERASURE OF A VIDEO TAPE SHALL BE ACCOMPLISHED BY RUNNING THE TAPE THROUGH A RECORDING DEVICE WITH THE DEVICE IN THE RECORD MODE AND WITH THE VIDEO AND AUDIO INPUTS DISCONNECTED . THE ENTIRE LENGTH OF THE VIDEO TAPE SHALL BE RUN THROUGH, REGARDLESS OF ANY ASSUMPTION THAT ONLY A PORTION OF THE TAPE CONTAINS Classified INFORMATION . ERASING OR RECORDING OVER A VIDEO TAPE DOES NOT PROVIDE ENSURANCE THAT PREVIOUSLY RECORDED INFORMATION IS NOT TECHNICALLY RECOVERABLE . ERASED TAPES SHALL CONTINUE TO BE PROTECTED IN THE MANNER REQUIRED FOR THE CLASSIFICATION LEVEL OF PREVIOUSLY RECORDED INFORMATION UNTIL THEY ARE DESTROYED IN ACCORDANCE WITH SUBSECTION 5-608, ABOVE.

1. VIDEOTAPE REELS , VIDEO CASSETTES AND REEL AND/OR CASSETTE BOXES CONTAINING ERASED TAPE SHALL BE MARKED AS FOLLOWS: "ERASED ON (DATE). CONTAINS PREVIOUSLY RECORDED (CLASSIFICATION AND/OR CAVEAT CONTROL MARKING) MATERIAL".

2. FOR ACCOUNTABLE MATERIAL , LOGS OR REGISTERS SHALL BE ANNOTATED "ERASED ON (DATE) " . THESE RECORDS SHALL BE MAINTAINED AS ACTIVE RECORDS UNTIL THE TAPE IS RECORDED OVER, TRANSFERRED OR DESTROYED. AT THE TIME OF SUCH AN EVENT , THE RECORD OF ACCOUNTABILITY SHALL BE ANNOTATED WITH THE CHANGE STATUS OF THE TAPE AND PLACED IN THE INACTIVE FILE.

b. ERASED VIDEO TAPES MAY BE USED FOR THE RECORDING OF NEW MATERIAL OF THE SAME OR HIGHER CLASSIFICATION AS THE ERASED MATERIAL. THE "ERASED ON (DATE) . ..." MARKING SHALL BE REMOVED AND THE REEL, CASSETTE, AND BOX MARKED IN ACCORDANCE WITH PARAGRAPH 5-604, ABOVE.

#### **5-606 DECLASSIFICATION**

VIDEO TAPES MAY BE REGRADED OR DECLASSIFIED BASED UPON A LOSS OF SENSITIVITY OF THE INFORMATION, AS PROVIDED FOR IN CHAPTER III OF THIS INSTRUCTION. IF A VIDEO TAPE IS REGRADED OR DECLASSIFIED, THE NOTIFICATION ACTIONS REQUIRED BY SUBSECTION 3-600 AND THE REMARKING ACTIONS REQUIRED BY SUBSECTION 4-400 SHALL BE TAKEN . IN DETERMINING WHETHER A PARTICULAR VIDEO TAPE MAY BE DECLASSIFIED, CONSIDERATION MUST BE GIVEN TO PREVIOUSLY RECORDED INFORMATION (IF ANY) AND TO THE INFORMATION CURRENTLY RECORDED ON THE TAPE.

## 5-607 DESTRUCTION

VIDEO TAPE HAS A USABLE LIFE OF APPROXIMATELY 2000 TOTAL RECORDING AND/OR PLAYBACK RUNS . TO KEEP COSTS DOWN, PHYSICAL DESTRUCTION OF VIDEO TAPES SHOULD OCCUR ONLY WHEN THE TAPE IS UNSERVICEABLE DUE TO DAMAGE, WEAR, OR DUE TO EMERGENCY DESTRUCTION SITUATIONS . DESTRUCTION OF DAMAGED TAPES AND **OUTTAKES** SHALL BE ACCOMPLISHED BY REMOVING THE VIDEO TAPE FROM **THE** REEL OR CASSETTE AND PLACING THE TAPE INTO A BURN BAG (VIDEO TAPE SHOULD BE MIXED WITH OTHER CLASSIFIED WASTE) . THE BURN BAG IS DISPOSED WITH BURN BAGS CONTAINING CONVENTIONAL CLASSIFIED WASTE . ONCE THE REEL OR CASSETTE IS **DIVESTED** OF ALL LABELS AND/OR MARKINGS INDICATION PREVIOUS USE OR CLASSIFICATION THEY MAY BE DISPOSED OF AS UNCLASSIFIED TRASH.